



Info@starklawlibrary.org

Stark County Law Library Association

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BEGINNERS

Using Your Database

**The email address,
info@starklaw
library.org really
works! TRY IT!!**

When you are sharing a database, whether it is your Cast of Characters or the Case Chronology, you will want to present it in the best possible format. This month, Info@ will demonstrate how to filter and format a database.

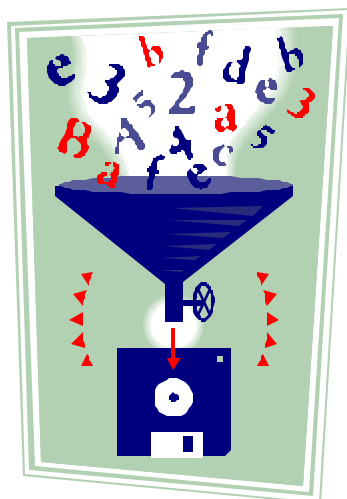
Last month we noted that you can use your chronology to filter out just the facts that relate to a specific issue; whether or not the fact is “court-acceptable”; and for “evaluation” (you can use good, bad, indifferent, or critical) and later filter down to just those facts that are particularly harmful or helpful.

So let’s get down to the “how” of filtering, it is really very easy once you get the hang of it!

First, you have to take a good look at your database and prioritize the order of your data fields. Let’s use our first example, filtering the facts related to a specific issue. Obviously, your “Issue” field (column) will be your number one priority. If you are looking for harmful areas in your case, you will probably want your “Evaluation” field in the first position. Or the “Name” field if you are getting ready for a deposition.

So, let’s get ready for your depositions.

- Step One: from the menu bar, select Tools> Filters, the Filter Definition box will appear
- Step Two: Complete the Filter Definition box as follows. Under Field name, using the down arrow on the right, select “Issue,” Comparison should be “is equal to,” and Compare To will be the name for this issue. In the next row, be sure there is an “and” in front of the definition and then make the Field name “Entity,” Comparison should be “is not blank.” Repeat for “Fact” and “Date” which should also be “is not blank.” The last row should be “Source” “is blank” to highlight those facts that need to be substantiated.
- You may want to change the order of these fields, but NOT the “Comparisons.” Before you leave the Filter Definition box, name the filter for later use.
- Step Three: From the Menu Bar select Tools>ReportCreator, this will bring up the Report Name box. Depositions would be a good name for this report.
- Step Four: The next dialog box contains six tabs. “Title” is easy. The only thing to remember in “Fields” is to make sure to move each field to the right-hand box in the same



Using Your Database (Continued)

order you used to filter the data. Sort all your fields in ascending order. "Grouping" is a little tricky because you want our issues and people grouped separately, but our facts, sources and dates grouped together. Under "Group by: Issue" put a checkmark (just click your mouse in the box) in front of "When contents change." This will highlight the rest of the options. We want to "Show group headings" and "Start each group on a new page." Finally, filter "All Records" and click on "Done."

- Step Five: Preview your work. If the data doesn't line up correctly under your headings (which it often doesn't), click on the column letter, to highlight the problem column, then from the menu bar select Format>Alignment and center horizontally.
- Step Six: From the Menu Bar select View>Report, preview again. If everything looks good, print.



Intermediate

More on Acrobat



From TechnoLawyer's "Answers to Questions" on May 1, 2003 came these two Adobe Acrobat solutions to real-life problems: how to split or merge PDF files and a tip for using the Acrobat Distiller.

One reader wanted to know: "How do I 'explode' a single multi-page PDF document into multiple one page PDF documents consisting of the individual pages from the multi-page document --- i.e., if I have a 100-page PDF document, how do I convert it into 100 one-page documents?"¹

The answer supplied by another TechnoLawyer reader was ARTS Split & Merge Wizard. The Wizard, found at: <http://www.aroundtablesolution.com/arts_split_and_merge.asp> is a program that allows you to easily split or merge a number of PDFs. The wizard interface provides straightforward instructions throughout the process.

"I think Acrobotics (which has products to die for)"² has similar though more expensive programs at <<http://www.pdfstore.com/category.asp?CtgID=5>>.

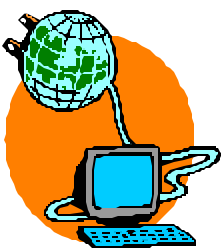
INTERMEDIATE More on Acrobat (Continued)

Another reader had a problem trying to print from Acrobat Distiller. When he selected Distiller as the "printer" to output a document, it always failed because the program was only looking for Postscript files.

His question was "How do I use it directly from WordPerfect?" ³

The answer: "Distiller is looking for a PostScript printer, so all you

need to do is install the drivers for a PostScript printer. You don't need to actually have or use the printer -- just pick a HP printer to install on your system that comes in the postscript 'flavor' i.e. the Laserjet 4000 PS instead of the Laserjet 4000 PCL. That should allow Acrobat to see the postscript files it needs, and should solve the problem." ⁴



ADVANCED The Semantic Web

Before getting into any kind of discussion of the Semantic Web, a little background is necessary.

"The Semantic Web is an idea of World Wide Web inventor Tim Berners-Lee that the Web as a whole can be made more intelligent and perhaps even intuitive about how to serve a user's needs. Berners-Lee observes that although search engines index much of the Web's content, they have little ability to select the pages that a user really wants or needs. He foresees a number of ways in which developers and authors, singly or in collaborations, can use self-descriptions and other techniques so that context-understanding programs can selectively find what users want." ⁵

Why is an idea of Tim Berners-Lee's important to all of us? Because, "From the thousands of interconnected threads of the Internet, he wove the World Wide Web and created a mass medium for the 21st century... the World Wide Web is Berners-Lee's alone. He designed it. He loosed it on the world. And he more than anyone else has fought to keep it open, non-proprietary and free." ⁶

Learn more about the developing Semantic Web:

SearchWebServices.com <<http://searchwebservices.techtarget.com/search/1,293876,sid26,00.html?query=Semantic+Web>> is a comprehensive source of information on the new Web. Check out the "All Web Results" section at the bottom of the page.



INTERMEDIATE The Semantic Web (Continued)

For the newest information, The April/May Issue of the ASIST Bulletin (American Society for Information Science and Technology) found at: <<http://www.asis.org/Bulletin/Apr-03/BulletinAprMay03.pdf>> is a 30 page issue (pdf) which includes five very good articles about the Semantic Web.⁷

- "More than a Vision" by Jane Greenberg on page 7
- "An Overview of W3C Semantic Web Activity" by Eric Miller and Ralph Swick on page 9
- "Semantic Web Services" by Bijan Parsia on page 13
- "Metadata: A Fundamental Component of the Semantic Web" by Jane Greenberg, Stuart Sutton and D. Grant Campbell on page 17
- "Ontologies and the Semantic Web" by Elin K. Jacob on page 20

FOOTNOTES

- ¹⁻⁴ "TechnoLawyer's Answers to Questions." (electronic newsletter). post@technolawyer.com, to subscribe <<http://www.technolawyer.com/member/index.asp>> (May 1, 2003) (copy on file with author).
- ⁵ "Semantic Web." SearchWebServices.com Definitions. 2001 - 2003, TechTarget. 5 May 2003. <http://searchwebservices.techtarget.com/sDefinition/0,,sid26_gci214349,00.html>
- ⁶ Quittner, Joshua. "Network Designer: Tim Berners-Lee." Time. 7 May 2003. <<http://www.time.com/time/time100/scientist/profile/bernerslee.html>>
- ⁷ Price, Gary. "Professional Reading Shelf." ResourceShelf. 20 March 2003. Gary Price. 8 May 2003. <<http://www.resourceshelf.com/>>

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